

# How To Complete a Federal Style Resume

In addition to specific information requested on the vacancy announcement, here's what your Federal Style Resume must include:

## JOB INFORMATION

- ☐ Announcement number, title and grade(s) of the job you are applying for.

## PERSONAL INFORMATION

- ☐ Full name, mailing address (*with zip code*), day and evening phone numbers (*with area codes*) and an e-mail address (*if available*)
- ☐ Social Security Number
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held (provide job series)

## EDUCATION

- ☐ **High School**  
Name, City and State  
Date of Diploma or GED
- ☐ **Colleges or universities**  
Name, City and State  
Majors  
Type and Year of degree(s) received.  
(*if no degree, show total credits earned and indicate whether semester or quarter hours*)
- ☐ **Submit a copy of your college transcript only if the Vacancy Announcement requests it.**

## Work Experience

- ☐ Give the following information for your paid and non-paid work experience related to the job you are applying for:
  - Job Title
  - Employer name and address
  - Supervisor name and phone number
  - Starting and ending dates
  - Hours per week
  - Salary
  - Duties and accomplishments (Do not send job descriptions)
- ☐ Indicate if we may contact your current supervisor

## OTHER QUALIFICATIONS

- ☐ **Job-related** training courses (title and year)
- ☐ **Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- ☐ **Job-related** certificates and licenses (*current only*)
- ☐ **Job-related** honors, awards and special accomplishments,  
**Example:** publications  
memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested)
- ☐ **References** (*optional*)

# FEDERAL STYLE RESUME

## SAMPLE SAMPLE SAMPLE SAMPLE

**Regena Olivid**  
**SSN: 999-99-9999**

12345 Main Street, Any City, MI 32143  
Daytime Number: 885-773-2421 Evening Number: 885-772-2124  
E-Mail: [rolivid@usa.crc](mailto:rolivid@usa.crc)

**Secretary, GS-318-7**  
**Vacancy Announcement #: 999999**

### **WORK EXPIERENCE:**

**Administrative Support Assistant, GS-303-8**

**December 1993 – Present**

**Salary:** 38,5000 per year      **Hours per week:** 40  
**Employer:** Department of Anything  
101 Any Street, MI 99999  
**Supervisor:** Mrs. Random Sample      **Telephone #:** (999) 999-9999

#### *Duties & Accomplishments*

Work under two Senior Managers, responsible for developing correspondences, memos, letters, and other various administrative duties. Assist with website tracking and changes. Initiate spreadsheets used throughout out the department, which resulted in departmental improvements. Work directly with several of the managers on budgets, presentations, social affairs, travel and travel justification. Work directly with the Deputy and the Associate Director of the Department of Anything. Serves as a liaison between Headquarters and the overseas office of the Department of Anything on travel issues and budgeting inquiries.

**Administrative Development Assistant**

**December 1980 – 1993**

**Salary:** 28,500 per year      **Hours per week:** 40  
**Employer:** Tech Swerve  
307 Any Street, MI 99999  
**Supervisor:** Mr. Random Sample      **Telephone #:** (999) 999-9999

#### *Duties & Accomplishments*

Responsible for developing special appeals, annual renewals, and email solicitations for current and new members. Direct mailing brought in a total of between \$50,000 – \$300,000. Maintained a current database of 10,000+ members. Handled all check, credit cards, and major gifts from constituents as well as sending out their acknowledgements. Supplied the Director of Development and the Deputy of Major Gift's updates and reports on the current and past mailings and Development department status's including response rate, income and expenses, and previous years mailing comparisons. Kept state registration up to date. Compiled the Development Manual for Tech Swerve, which assisted in organizational improvements. Kept track of income for the year with monthly meetings with the agencies accountants. Assisted with the newsletter process bi-monthly. Ordered supplies, created templates, handled mail and distributed it within the office.

# FEDERAL STYLE RESUME

## SAMPLE SAMPLE SAMPLE SAMPLE

### EDUCATION

#### College & Universities

University of Clenterville, Any City, MI 99999  
Major: Business Administration  
Associates Degree, 1978

#### High School

Clenterville High, Any City, MI 99999  
Diploma: 1976

### OTHER QUALIFICATIONS

#### Training Courses:

- Introduction to Project Management, 1990
- Managing Project in the Government, 1991
- Administrative Assistant 101, 1985
- Managing Multiple Priorities, 1986

#### Skills:

<b>Software:</b>	Word Perfect 6.0, 7.0, 9.0	Quattro Pro	Adobe Acrobat 5.0
	PowerPoint 1998, 2000	Microsoft Project	Netscape 7.1
	Excel 2000	Access 2000	Word 6,7,8
	Internet Explorer	GroupWise 5	Microsoft Outlook

**Typing:** 45 wpm

**Language(s):** French, Spanish

**Awards:** Outstanding Performance Award (1993 - 2002)  
On-The-Spot Award (1993 - 2004)

### REFERENCES

Mr. Random Sample	Director, Human Resources Services Department of Anywhere 101 Any Street, MI 99999 (999) 999-9999
Mrs. Random Sample	Director, Information Technology Services Tech Swerve 307 Any Street, MI 99999 (999) 999-9999

# FEDERAL STYLE RESUME

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## PERSONAL INFORMATION (ADDITIONAL)

Social Security Number:	<b>999-99-9999</b>
Citizenship:	United States
Veteran's Preference:	No
Federal Employee:	Yes, GS-303-8